



**Trek**  
"Where the ~~Best~~ Begins"

**STAFF USE ONLY**  
Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Paid: \$35 Yes / No

## BUILDING PERMIT APPLICATION

Job Site Address \_\_\_\_\_

Applicant \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ City/St/Zip \_\_\_\_\_

General Contractor \_\_\_\_\_ Address \_\_\_\_\_

Contractor License Number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ City/St/Zip \_\_\_\_\_

### Subcontractors

Plumber \_\_\_\_\_ Phone \_\_\_\_\_ Contractor License \_\_\_\_\_

Email \_\_\_\_\_

Mechanical \_\_\_\_\_ Phone \_\_\_\_\_ Contractor License \_\_\_\_\_

Email \_\_\_\_\_

Electrician \_\_\_\_\_ Phone \_\_\_\_\_ Contractor License \_\_\_\_\_

Email \_\_\_\_\_

Sewer/Water Contractor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Construction (check one box) Building Project Estimated Valuation: \$ \_\_\_\_\_  
(Building Official will set valuation for permit fee)

- ☐ New ☐ Accessory Building ☐ Addition ☐ Remodel / Replace ☐ Deck  
☐ Fence ☐ Pool ☐ New Driveway ☐ Sign ☐ Demolition ☐ Electrical

Project Description (include dimensions) \_\_\_\_\_

### Zoning Information:

Lot # & Subdivision \_\_\_\_\_

Occupancy Classification and Use: \_\_\_\_\_

Setback... Front: \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_ Is site on a corner lot? ☐ Yes ☐ No

Structure Height: \_\_\_\_\_ # of Story/ies \_\_\_\_\_ Lot Area \_\_\_\_\_ Lot Dimension: \_\_\_\_\_

Proposed Off Street Parking Spaces: \_\_\_\_\_

### Verification of Application

I declare that the information provided in this application is true, correct, and complete to the best of my knowledge.

NAME (print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Check List Copy of: ☐ Site Plans ☐ Drawings (Min. 8x10 Sheet or Digital)

Any Questions Please Call – David Tornow (319) 330-5880

# City of Riverside

## Building Permit Process

PO Box 188  
60 N. Greene Street

PHONE 319-648-3501  
FAX 319-648-4012

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### Items to be submitted by the applicant:

#### 1. Building Permit Application Form

Provide the requested information on the application including site address, contact phone numbers, subcontractor list and project description, including dimensions. Submit an estimated valuation of the project that does not include the cost of the land. The applicant shall sign and date the application.

#### 2. Building plans

Submit two identical sets of construction drawings that provide sufficient information for the building official to ascertain the scope of the project. Hand drawn plans may be accepted. However, all documents shall be drawn to scale or contain dimension lines. The drawings shall be produced with the aid of a straightedge. Construction documents shall include a floor plan, a foundation plan and a section view from footing to roof, or as applicable. All rooms shall be labeled. Either the plans or accompanying paperwork shall list finished and unfinished square footage of the proposed structure. Drawings shall be on 8.5" x 11" paper or larger. For commercial and industrial work, professionally drawn documents will be required.

#### 3. Site plan

Submit a drawing or aerial photo that shows the proposed footprint of the structure on the lot. The relationship of the building to the boundaries of the property shall be shown on the plan using dimension lines. Drawings shall be to scale and shall include a north arrow. The building footprint and relevant property lines shall be staked on the proposed site at time of application.

#### 4. Application Fee

This fee is paid at time of application, for processing of the permit. Payment will be retained by the city whether the permit is approved or denied.

#### 5. Building Permit Fee

This fee is paid once the application is approved. The fee total is based on the valuation of the project. Project valuation is determined to be the higher of the two amounts between the estimated valuation stated by the applicant and the amount calculated by the building official.

The city will process the building permit application as follows:

1. The site plan will be reviewed to insure the project will comply with setbacks and other zoning requirements as set forth in the zoning ordinance. A site visit may be necessary before excavation to insure that the new structure will meet the required setback distances.
2. A plan review of the construction documents will be performed by the building official to insure compliance with the building code. Any possible deficiencies will be noted on the plans in red ink. Compliant plans will be marked "Approved". The building official will then calculate the building permit fee.
3. The approved permit, a stamped set of construction documents and a yellow inspection record card will be given to the applicant. The yellow card is a checklist of inspections that will need to be completed in order to finalize the permit. The permit documents shall be posted at the construction site in a location that is accessible to the building inspector for the entirety of the project. Please try to protect the documents from the weather. The city will retain the second set of construction documents for permanent record.

No construction (including excavation) may commence before permit issuance. It is the responsibility of the applicant to schedule the required inspections by calling the city clerk. Do not occupy the structure until all inspections have been called for and approved. The City of Riverside enforces the 2015 International Building Code, the 2015 International Residential Code, the 2015 Uniform Plumbing Code, the 2015 National Electrical Code and the 2015 International Fire Code.



**City of Riverside**  
**Inspection Procedures for**  
**Dwellings**

**PO Box 188**  
**60 N. Greene Street**

**PHONE 319-648-3501**  
**FAX 319-648-4012**

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**All Inspections:**

- No construction, including excavation, shall begin until the permit is issued.
- It is the applicant's responsibility to schedule inspections by calling the city clerk (648-3501).
- It is recommended that a contractor or representative be on-site during the inspection.
- Every effort will be made to accommodate inspection requests within a 48 hour time period.
- All areas of the work-site and items to be inspected shall be visible and accessible to the inspector.
- The inspector will sign the yellow Inspection Record Card when each inspection is Approved.
- Failure to meet requirements or pass inspection may result in the inspection being rescheduled.

**Footings:**

- Footings shall be inspected prior to pouring concrete.
- The excavation shall be dug to the required depth, (required frost protection is 42" minimum).
- Forms shall be the proper width or diameter as approved on the building plans.
- The bottom surface shall be free of debris, flat and relatively smooth, with right-angled corners at the edges.

**Foundation Wall:**

- Foundation walls shall be inspected prior to pouring concrete.
- Forms shall be constructed to the proper width as approved on the plans and shall be sprayed with form oil.
- Re-enforcement shall be in place.

**Underground Plumbing:**

- All underground piping shall be accessible for inspection prior to the concrete slab being poured.
- Piping shall slope downward and be laid on a firm bed for its entire length, with no sagging.

**Gas Pressure Test:**

- If any gas line has been installed, a pressure test shall be conducted with air before the gas can be hooked up.
- The test shall be done with a 30 psi gauge and shall maintain a minimum of 10 psi for 15 minutes.

**Rough-In Inspections:**

- Roofing material, exterior siding, windows and doors can be installed prior to rough-in inspection.
- Framing, Electrical, Plumbing and HVAC shall be inspected prior to installing insulation and drywall.
- Truss specifications and layout shall be on site for inspection of the roof and floor framing.
- All plumbing vents shall penetrate the roof. Nail guards shall be installed where passing through studs.
- Each mechanical vent shall be terminated to the exterior. Joints in ductwork shall be sealed for air loss.
- All electrical wiring and boxes shall be installed and properly supported/secured.
- Manufacturer's installation instructions shall be provided for all appliances and equipment installed.

**Final Inspection:**

- The structure shall not be occupied until final inspection has been performed.
- All safety hazard issues, including hand rails, guard rails, landings and stairs shall be complete.
- Finish grading shall slope away from the structure. No step shall be greater than 7-3/4" from the ground.
- Each room shall have a light. Cover plates shall be installed on all switches and receptacles.
- Each plumbing fixture and drain shall be operational. Future plumbing shall be properly capped.
- All smoke alarms and carbon monoxide alarms shall be installed, uncovered and operational.
- Decks and finished basements listed on the original house permit shall be finished before occupancy.
- No temporary occupancies will be granted. Any unfinished areas will require new permits to finish.

### When Do I Need a Permit?

The best way to find out if you need a permit is to inquire at City Hall. Discuss your plans in detail before you begin construction so that staff can make an informed decision. Permits are usually required for the following:

- New buildings and additions (bedrooms, bathrooms, family rooms, decks, garages, etc.)
- Remodels or renovations that include a structural change, such as alterations to a bearing component
- Fences over 6' tall, retaining walls over 4' tall, detached gazebos exceeding 200 square feet, pools holding more than 24" of water, fireplaces etc.
- Changes to Electrical, Plumbing or HVAC systems, other than minor repairs or maintenance
- A change of occupancy in an existing building from one classification of use to another (Example #1: A residential garage converted to living space, Example #2: A commercial business changed to another type of commercial business that is different in service, nature, or occupant load)

### What is the maximum size building I can construct without a permit?

A permit is not required to construct a detached building that is 200 square feet or less. This permit exemption is only applicable to a one-story accessory structure used as a tool shed, storage shed, playhouse or similar use. Any addition of square footage to an existing house would require a permit, regardless of size.

### Do I need a permit for bedroom window replacement? What are the requirements?

Replacement of bedroom windows that include frame replacement will always require at least one emergency escape and rescue opening to be installed in each affected bedroom. Double hung windows shall be replaced with casement windows if the header size cannot accommodate a double hung window size that meets code. If double hung windows are desired, the header size will need to be changed. All of the above would require a building permit. Emergency Escape and Rescue Openings shall meet all of the following requirements:

1. A minimum net clear opening of 5.7 square feet
2. A minimum net clear opening height of 24 inches
3. A minimum net clear opening width of 20 inches

Sash replacement of existing windows would not require a permit, and the window would not be required to meet the emergency escape and rescue opening size.

### Do I need a permit for replacement of a deck?

Construction of a deck will always require a permit, even if replacing an existing deck of the exact same size. Replacement of any component of a deck, including required guard rails or the stairs that serve the deck will also require a permit. Altered portions of an existing deck shall meet current code requirements, even if the old one did not. Repair of a singular component or framing member may not require a permit.

### How long is my permit good for?

Every permit shall begin work within 180 days of its issuance. Once work has begun, it shall not be suspended or abandoned for a period exceeding 180 days. The building official is authorized to grant, one or more extensions of time, for periods of 180 days. The extension shall be requested in writing and justifiable cause demonstrated. Additional fees will be necessary to renew a permit which has expired.

### What are the building inspector's hours?

Typically, inspections are done between the hours of 8AM - 3:30 PM on weekdays. 24 hours advance notice is required for all inspections. It may be possible to get an inspection at other hours in an emergency or a special situation. 48 hours notice will be required for any such special requests.

### How long does it take for permit application approval?

A permit application should typically take less than a week to process. This time frame does not apply to a permit that will require a variance, or special exception by the Board of Adjustment. The more complete the information and drawings are at the time of submittal, the more beneficial it will be to the speed of the review process. It will also assist the inspector in finding possible deficiencies at the planning stage rather than during the inspection.

## CITY OF RIVERSIDE – APPLICATIONS/ PERMITS/ FEES

*NOTE: The term "addition" below means structural additions to the item. It does not include improvements to the structure such as siding, windows, or shingles.*

ACTIVITY	REQUIRE APPLICATION	APPLICATION FEE	REQUIRE PERMIT	PERMIT FEE
<b>New Home - Valuation</b> \$100,000 or less \$100,001 to \$150,000 \$150,001 to \$200,000 \$200,001 to \$300,000 \$300,001 to \$500,000 \$500,001 and above	<b>X</b>	\$35.00	<b>X</b>	\$250.00 \$500.00 \$750.00 \$1,000.00 \$1,250.00 \$1,500.00
<b>Addition to Home</b>	<b>X</b>	\$35.00	<b>X</b>	\$.50 per each additional sq. ft.
<b>New Multi-Family – Valuation</b> \$100,000 or less \$100,001 to \$150,000 \$150,001 to \$200,000 \$200,001 to \$300,000 \$300,001 to \$500,000 \$500,001 and above	<b>X</b>	\$35.00	<b>X</b>	\$250.00 \$500.00 \$750.00 \$1,000.00 \$1,250.00 \$1,500.00
<b>Addition to Multi-Family</b>	<b>X</b>	\$35.00	<b>X</b>	\$.50 per each additional sq. ft.
<b>New Business – Valuation</b> \$100,000 or less \$100,001 to \$150,000 \$150,001 to \$200,000 \$200,001 to \$300,000 \$300,001 to \$500,000 \$500,001 and above	<b>X</b>	\$35.00	<b>X</b>	\$500.00 \$750.00 \$1,000.00 \$1,250.00 \$1,500.00 \$1,750.00
<b>Addition to Business</b>	<b>X</b>	\$35.00	<b>X</b>	\$.50 per each additional sq. ft.
<b>New Garage (detached)</b>	<b>X</b>	\$35.00	<b>X</b>	\$250.00
<b>Addition to Garage</b>	<b>X</b>	\$35.00	<b>X</b>	\$.25 per each additional sq. ft.



# CITY OF RIVERSIDE – APPLICATIONS/ PERMITS/ FEES

New Outbuilding Addition to Outbuilding	X	\$35.00	X	\$0
New Deck / Porch Addition to Deck / Porch	X	\$35.00	X	\$0
New Fence Addition to Fence	X	\$35.00	X	\$0
New Retaining Wall Addition to Retaining Wall	X	\$35.00	X	\$0
Finish/ Remodel Basement	X	\$35.00	X	\$50.00
New Property Access Addition to existing drive way	X	\$35.00	X	\$0
New drive way	X	\$35.00	X	\$0
Pool Above Ground <i>smaller than 3' deep (temporary)</i>	X	\$0		
In-ground or Above ground <i>larger than 3' deep (permanent)</i> <i>Including fence / gate</i>	X	\$35.00	X	\$0
Sign	X	\$35.00	X	\$0
Demolition of Principle Permitted Use	X	\$35.00	X	\$75.00
Three Month Extension to Construction Permit <i>Can be renewed</i>	X	Written Request	X	\$0
Residential Electrical - ( Replacing Panels or Rewiring Dwelling )	X	\$35.00	X	\$15.00
Solar PV Array	X	\$35.00	X	\$165

## CITY OF RIVERSIDE – APPLICATIONS/ PERMITS/ FEES

### WATER & SEWER FEES

Water Connection.....	\$100.00
Sewer Connection.....	\$100.00
Water Meter with MIU.....	\$350.00
Contact City Hall one week prior for meter delivery.	TOTAL \$ 550.00

### SUBDIVISION ORDINANCE

Copy of Subdivision Ordinance.....	\$15.00
Minor Subdivision.....	\$750.00
Major Subdivision (3 or more lots)	
Preliminary Plat.....	\$1,250.00
Final Plat.....	\$1,000.00

### ZONING ORDINANCE

Copy of Zoning Ordinance (including map) .....	\$20.00
Change of Zoning Classification (rezoning).....	\$250.00
Special Exception Request (to Board of Adjustment).....	\$250.00
Variance Request (to Board of Adjustment) .....	\$100.00
Appeal to Board of Adjustment .....	\$100.00

### OTHER RELATED ACTIONS / DOCUMENTS

Copy of Comprehensive Plan (including maps) .....	\$35.00
Special Meetings of the Planning and Zoning Commission.....	\$250.00
Special Meetings of the City Council Commission.....	\$375.00

